

Sales Representative Intern

Title: Sales Representative Intern: Commissioned Based

Objective: Kingdom Creations Enterprises seeks a Sales Representative Intern who will be responsible for all sales activities and assigned accounts. The Sales Representative Intern will manage individual and group workbook sales accounts and ensures that work is completed on time and on budget.

Responsibilities: Prepare action plans and schedules to identify specific targets and to project the number of contacts to be made, Follow up on new leads and referrals resulting from field activity; Identify sales prospects and contact these and other accounts as assigned; Prepare presentations, proposals and sales contracts; Manage account services through quality checks and other follow-up; Prepare a variety of status reports, including activity, closings, follow-up, and adherence to goals; Sell workbooks to potential clients; Prepare a variety of status reports, including activity, closings, follow-up, and adherence to goals. Prepare a variety of status reports, including activity, closings, follow-up, and adherence to goals; Meet deadlines and prioritizing task; Keep track of sales and future ordering.

Qualifications: Ability to persuade and influence others. Ability to develop and deliver presentations. Ability to create, Compose, and edit written materials. Strong interpersonal and communication skills. Knowledge of advertising and sales promotion techniques; Visibility requires maintaining a professional appearance and providing a positive company image to the public; Work requires significant local travel to current and potential clients; works well independently and as part of a team.

Average Time Commitment: 5-20 hours per week; hours coordinated with the Office Manager.

Measure of Success: Completion of goals, Workbooks are purchased by clients, interns are active and growing, available to other employees and interns, meetings are held efficiently, creates friendly and loving environment, good team spirit.

Benefits: Gain experience in building relationships and working with other people, play a key role in shaping organization, Explore all avenues of the business and knowledge of how to run a business and advertise, Stepping stone to future positions, Opportunity to network on different levels, Recognition, improve meeting management skills, gain experience that can be used on the job.